

Retention and Classification Report

Agency: Department of Public Safety. Utah Highway Patrol. Section #14
(3170)
4501 South 2700 West
Salt Lake City, UT 84114
(801)965-4461

Records Officer Tanielle Callaway

28587 Incident Reports

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #14

SERIES: 28587

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TITLE: Incident Reports

DATES: 2003-

ARRANGEMENT: Numerical by incident number

DESCRIPTION:

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 7.

AUTHORIZED: 10/06/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

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TITLE: Incident Reports

(continued)

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs expressed by the agency. The records are subject to litigation, and the retention reflects their average length of use in court.

PRIMARY CLASSIFICATION:

Public Utah Code 63G-2-301(3)(g) 2013

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305(10) 2013

Private. Utah Code 63G-2-302(2)(d) 2013